St. Edmund's College

"Facta Non Verba"

Report on the Value Added Course **"Building Effective Resume"**

Organized by

the Department of Computer Application,
St. Edmund's College, Shillong

Contents

Title of the Course: Short term course on "Building Effective Resume"

Total Contact Hours: 5 hours

Opening of registration process: 30th March, 2021

Closing of Registration Process: 4th April, 2021

Mode of Registration: Online

Weblink for Registration: https://forms.gle/uF26nEHmixGW5m4YA

Date for Commencement of the Course: 7th April, 2021

Closing of the course: 10th April, 2021

Duration: 4 days

Total No of Students Enrolled: 15 students

Total No of Students Enrolled: 14 students

Registration Fees: ₹100/- (Rupees One Hundred only)

Total Registration Fees Collected: ₹ 1400/- (Rupees One Thousand

and Four Hundred only)

Course Coordinator: Ms.Rajni Khyriem

Course Instructor: Ms.Rajni Khyriem

This course has been designed for students who want to build an effective resume for themselves. Writing a resume can be an overwhelming task. Resume writing is something many jobseekers find nerve-racking. In this course one will learn about how to write a resume, resume formats, action words for resume, skills for resume and sample resume templates. When you complete the course, you'll have an eye-catching resume that lets your professional strengths shine.

I. Define course goals: the purpose of a resume.

II. Structure of a typical resume

    A. *Top-to-bottom look at the typical sections of a resume.*

    B. *Identifying relevant materials/data for the various sections.*

III. Resume Formats

    A. *Reviewing existing formats to support one's experience and career goals.*

    B. *Criteria for selecting a resume format.*

IV. Qualities to stay relevant and how to showcase them in a resume.

V. Creating your own resume - The Dos and Don'ts.

Details of Students Registered for the Course.

Sl. No.	Name	Semester	Department
1	Taziana Daphishisha Mariah Lamare Kharkongor	5th	Computer Application
2	RK Shaktiraj Singh	5th	Computer Application
3	Ibakordor Dkhar	5th	Computer Application
4	G PETER	5th	Computer Application
5	Elizabeth Lyngdoh Mawphlang	5th	Computer Application
6	Subeksha Thapa	5th	Computer Application
7	Philaridahun Syiemlieh	5th	Computer Application
8	Sahil Dey	5th	Computer Application
9	Ibakordor Kharmih	5th	Computer Application
10	Bamutlang Mylliemngap	5th	Computer Application
11	Gavel D. Kharmalki	5th	Computer Application
12	Famelia Linza R Sylliang	5th	Computer Application
13	Changkime M Marak	5th	History
14	Lalruatzeli	5th	History
15	Stacy N Neihsial	5th	History

Details of Students' Attendance for the Course.

Sl. No.	Name	Total Hrs	Attended	Attendance %
1	Taziana Daphishisha Mariah Lamare Kharkongor	5	5	100%
2	RK Shaktiraj Singh	5	5	100%
3	Ibakordor Dkhar	5	5	100%
4	G PETER	5	5	100%
5	Elizabeth Lyngdoh Mawphlang	5	5	100%
6	Subeksha Thapa	5	5	100%
7	Philaridahun Syiemlieh	5	4	80%
8	Sahil Dey	5	5	100%
9	Ibakordor Kharmih	5	5	100%
10	Bamutlang Mylliemngap	5	5	100%
11	Gavel D. Kharmalki	5	5	100%
12	Famelia Linza R Sylliang	5	4	80%
13	Changkime M Marak	5	0	0%
14	Lalruatzeli	5	5	100%
15	Stacy N Neihsial	5	5	100%

Participants were required to create their own resume at the end of the course by applying the elements learned during the course. The resume was then evaluated by the instructor of the course.

Sl. No.	Name	Semester
1	Taziana Daphishisha Mariah Lamare Kharkongor	A+
2	RK Shaktiraj Singh	A+
3	Ibakordor Dkhar	A+
4	G PETER	A+
5	Elizabeth Lyngdoh Mawphlang	A+
6	Subeksha Thapa	A
7	Philaridahun Syiemlieh	A+
8	Sahil Dey	A+
9	Ibakordor Kharmih	A+
10	Bamutlang Mylliemngap	A+
11	Gavel D. Kharmalki	A+
12	Famelia Linza R Sylliang	A
13	Lalruatzeli	A+
14	Stacy N Neihsial	A+

Sl. No.	Date	Contact Hrs	Topic Covered
1	07-04-2021	1	Define course goals: the purpose of a resume. Structure of a typical resume
2	08-04-2021	1	Resume Formats
3	09-04-2021	1	Qualities to stay relevant and how to showcase them in a resume
4	10-04-2021	2	Creating your own resume - The Dos and Don'ts. The Complete Resume.

The Feedback form was designed for the participants using a google form https://forms.gle/97z5fWLqGH8oSUQ36 and was responded to by 14 participants. The analysis is depicted below.

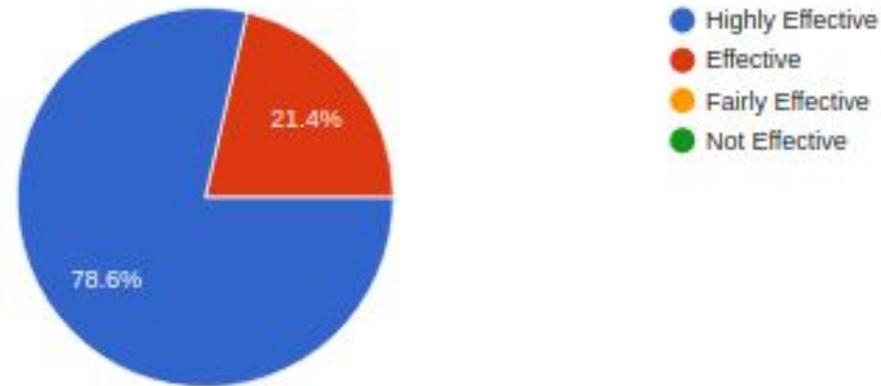1. Content of the course

14 responses

- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

42.9%

57.1%

2. Relevance of the course

14 responses

Legend:
- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

Pie chart values: 42.9%, 7.1%, 50%

3. Effectiveness of the course in future endeavors

14 responses

Legend:
- Highly Effective
- Effective
- Fairly Effective
- Not Effective

78.6% — 21.4%

4. Overall Learning Experience

14 responses

Legend:
- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

71.4% — 28.6%

5. Would you recommend this course to others?

14 responses

- Highly Recommend
- Maybe
- No

100%

6. How useful was enrolling for this course to you?

14 responses

- Extremely useful
- Useful
- Not useful

28.6%

71.4%

14

7. Would you like to provide any other comments about this course?

5 responses

Happy with what I've learned in this course

Gave me an idea on how to make a resume ...

Indeed a beneficial and merits course that help us to realise our skills and past achievement for the future endeavor.

Thank you for a great course. Great presentation style a wonderfully practical course - both personally and professionally.

This course has really help me alot to write a proper and good resume, before writing a resume is really hard for me but now that i have enroll in this course it has really help me alot in writing and generating my own resume. This course have also help in me understand what we need and what we don't need in a resume which before we never know.

Registration for "Building Effective Resume", 2021

Course Duration: April 7th - 10th, 2021 (10:00 A.M. to 11:00 A.M.)

Full Name (as to be printed on the certificate) *

Short answer text

Email *

Short answer text

WhatsApp Contact Number *

Short answer text

Department *

Short answer text

Department *

Short answer text

Are you a 5th / 6th semester student? *

○ Yes

○ No

I understand that I will have to pay Rs.100/- upon arrival on the first day of the course. *

○ Yes

○ No

"BUILDING EFFECTIVE RESUME"

Organized by Department of Computer Applications,
St. Edmund's College

Feedback form for the course on "Building Effective Resume", 2021.

Kindly rate your overall experience about the course based on the given parameters.

Full Name (as to be printed on the certificate)   *

Short answer text

Email *

Short answer text

Contact Number *

Short answer text

1. Content of the course *

○ Excellent

○ Very Good

○ Good

○ Fair

○ Unsatisfactory

2. Relevance of the course *

○ Excellent

○ Very Good

○ Good

○ Fair

○ Unsatisfactory

3. Effectiveness of the course in future endeavors *

○ Highly Effective

○ Effective

○ Fairly Effective

○ Not Effective

4. Overall Learning Experience *

○ Excellent

○ Very Good

○ Good

○ Fair

○ Unsatisfactory

5. Would you recommend this course to others? *

○ Highly Recommend

○ Maybe

○ No

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5. Would you recommend this course to others? *

○ Highly Recommend

○ Maybe

○ No

6. How useful was enrolling for this course to you? *

○ Extremely useful

○ Useful

○ Not useful

7. Would you like to provide any other comments about this course?

Short answer text

St. Edmund's College

"Facta Non Verba"

Department of Computer Applications

This is to certify that _____ has successfully completed a short term course as an instructor on "Building Effective Resume" conducted by the Department of Computer Applications, St. Edmund's College, Shillong from 7th to 10th April, 2021.

_____
Ms. Sarmistha Deb
HoD,Computer Applications,
St. Edmund's College.

_____
Dr. (Br) Simon Coelho
IQAC, Coordinator,
St. Edmund's College.

_____
Dr. Sylvanus Lamare
Principal,
St. Edmund's College.

S**Registration Notice**

SHORT TERM COURSE ON BUILDING EFFECTIVE RESUME

Organized by Department of Computer Applications, St. Edmund's College.

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Eligibility : 5th Semester Students of St. Edmund's College.

Course Duration: 7th to 10th April, 2021

Last date for Registration : 4th April, 2021 (Only 25 seats)

Registration Fee: Rs. 100/-

Certificates will be awarded on successful completion of the course

For registration or any queries, kindly contact +919863039487

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